

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, February 13, 2012
Nelson Hall East, Room 120
2:00 p.m.
Agenda #8

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #8 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #7 dated January 30, 2012 – Action Item
- VI. Old Business
 - A. Request from the Lambda Theta Phi Latin Fraternity from Unallocated for funds in an amount not to exceed \$1,390.00 for the costs associated with the Latinization in America Lecture – Action Item
Lambda Theta Phi Fraternity is hosting an event funded by the Activities Coordinating Board/ MultiCultural Center Allocation Board. The event received the maximum allocation from the Board of \$2,500.00 in a Cultural Programming Grant and is requesting an additional \$1,390.00 from Unallocated as per MultiCultural Center budget language #11.
 - B. Request from Associated Students Government from Unallocated for funds in an amount not to exceed \$780.00 for the purchase of additional promotional items for the 2012 AS General Election – Action Item
The AS Government has set a Council goal to increase participation in the 2012 AS General Election. Additional funds are being requested to allow for the purchase of additional promotional items for the Election.
 - C. Request to reschedule the A.S. Board of Finance meeting on Monday, March 26 at 2:00 p.m. to Wednesday, March 28, at 2:00 p.m. – Action Item
The meeting originally scheduled for Monday, March 26 at 2:00 p.m. conflicts with the A.S. Council Recommended Budget Discussion scheduled for the same time.
 - D. Determination by the Board of Finance as to which AS Programs will be invited to the Board of Finance meeting to answer specific questions about their 2012-13 AS Program Budget Request. Date of Budget Hearings is Saturday, February 25, 2012 – Action Item
Budget Hearings for 2012-13 for selected AS Programs have been scheduled for Saturday, February 25, 2012 at which time they need to be prepared to clarify any areas in their budget request.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, January 30, 2012
Nelson Hall East, Room 120
Minutes #7

Call to Order

Rachel Brownell called the Board of Finance meeting to order at 2:00 p.m. Monday January 30, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Rachel Brownell, Bryan Kelly, Paul Yzaguirre, Stefan Kreid, Marshall Hendricks

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: HENDRICKS/KREID move to approve Agenda #7 APPROVED

Chair's Report

Brownell welcome the Board of Finance back for the Spring Semester. Brownell reported that Tyson, Kelly and she have been meeting with AS Programs to discuss their proposed 2012-13 Program Budget requests.

Approval of the Minutes

MOTION: YZAGUIRRE/KREID move to approve the Board of Finance Minutes #6 dated December 5, 2011 APPROVED

Old Business

- A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,400.00 from the WRC's Women's Herstory Month line-item and to expend funding in conjunction with a potential grant from the Activities Coordinating Board/ MultiCultural Center (ACB/MCC) Allocation Board to pay for costs associated with hosting Angela Davis as a speaker for Women's Herstory Month- Tabled Item
- The WRC is requesting to spend all funds allocated in the Women's Herstory Month line-item to host Angela Davis as a speaker for Women's Herstory Month. The funds would be included with potential funding from a Diversity and Inclusion Grant (\$2,400.00), MultiCultural Center (\$500.00), Department of Social Work (\$500.00), Department of Critical Race and Gender Studies (\$500.00), Fundraising (\$1,100.00) and a Clubs and Activities Small Grant (\$1,000.00).

MOTION: KELLY/YZAGUIRRE move to remove from the table and approve the request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,400.00 from the WRC's Women's Herstory Month line-item and to expend funding in conjunction with a potential grant from the Activities Coordinating Board/ MultiCultural Center (ACB/MCC) Allocation Board to pay for costs associated with

Jahnna Morehouse, the Fiscal Coordinator for the WRC, was present on behalf of the request. Morehouse provided the Board of Finance with an updated memo that included changes to the original request. Davis will be presenting at HSU on May 2, 2012 if funds can be raised. Morehouse stated that the WRC has also received funds from the HSU Office of Diversity and Inclusion. Tyson asked for clarification on the costs involved with the Angela Davis event. Morehouse stated that the speaker fee is \$8,000.00, the cost of travel is \$500.00 and it is anticipated that a hotel will donate lodging for the speaker. Morehouse also plans to ask CenterArts for a donation of security personnel. Tyson informed Morehouse that if the MultiCultural Center intends to also fund the event, then they will need to also meet with the Board of Finance. Brownell asked how much the WRC has already fundraised. Morehouse stated that \$6,000.00 total has been fundraised and granted to the event and that the WRC will be hosting two additional fundraisers this week.

B. Request from the Humboldt Film Festival for amendments to the Humboldt Film Festival 2011-12 FY budget. –Action Item

The Humboldt Film Festival is requesting changes to the 2011-12 line item and budget language. The Film Festival would like to take one stipend allocated for a Film Festival Co-Director and reallocate to multiple line items. The Film Festival is also requesting a change to the program budget language to offer higher honorariums to judges based on the number of judges they acquire.

MOTION: KREID/KELLY move to approve request from the Humboldt Film Festival for amendments to the Humboldt Film Festival 2011-12 FY budget APPROVED

Brittany White, festival co-director, was present on behalf of the request. Kelly asked what flexibility the Film Festival would like for judges per-diem. White stated that they anticipate having two judges rather than three and would like to split the per-diem intended for three judges between two judges instead. White also noted that the Film Festival received a grant from the CSU Media Center last week. White also stated that the amended budget will also allow for additional publicity for the Festival. White predicted that festival attendance revenue may be slightly lower than noted in the budget.

C. Request from Associated Students Government from Unallocated for funds in an amount not to exceed \$265.00 for the purchase of refreshments for the 2012 AS Formal – Action Item

The Student Affairs Advisory Committee is planning a University Formal for February 4, 2012. The remaining cost of the Formal has been covered by a Small Clubs Activity Grant which precluded the purchase of food for the event.

MOTION: YZAGUIRRE/KREID move to approve the request from Associated Students Government from Unallocated for funds in an amount not to exceed \$265.00 for the purchase of refreshments for the 2012 AS Formal APPROVED
AS AMENDED

Hayden Thomas, a member of the AS Student Affairs Advisory Committee, was present on behalf of the request. Thomas stated that the Committee is requesting funds for food and beverages for the event. A mocktail bar will serve non-alcohol drinks.

MOTION: YZAGUIRRE/KREID move to amend the motion by striking \$265.00 and replacing with \$415.00 to fund additional costs related to security personnel. APPROVED

Tyson asked that the motion be amended to provide funds of \$150.00 to fund the cost of security for the

event. HSU event policy requires that a professional staff member be present at campus concerts and dances. This funding will be paid to CenterArts to provide that support.

- D. Request from Associated Students General Operations from Facilities Reserve for funds in an amount not to exceed \$1,347.00 for costs associated with repairs to Associated Students maintained facilities – Action Item

The AS had work done on AS leased facilities House 91 (YES House) in the amount of \$564.67 and House 55 (MCC House) in the amount of \$782.01 for maintenance and repair issues.

MOTION: YZAGUIRRE/KREID move to approve the request from Associated Students General Operations from Facilities Reserve for funds in an amount not to exceed \$1,347.00 for costs associated with repairs to Associated Students maintained facilities APPROVED

Tyson stated that House 55 had some issues involving electrical outlets pointed out by the Fire Marshall that needed to be repaired. House 91 needed to have their gutters cleaned out. Tyson also stated that in the Reserve Policy the AS General Manager is allowed to make expenditures from the Facilities Reserve and must notify the Board of Finance in a timely matter of the expense made. Tyson stated that the amount billed will be taken out of the Facility Reserve account. Kelly asked if there are any foreseeable repairs to AS maintained facilities that Tyson is aware of. Tyson stated that she was unaware of any expenses on the horizon but that heavy rains may necessitate additional repairs.

Announcements

Tyson announced that proposals from AS Budget Programs are due on Wednesday, February 8, at 12:00 p.m. Hendricks is selling tickets for a drawing on behalf of the Psychology Club for travel to the Western Psychological Association Conference.

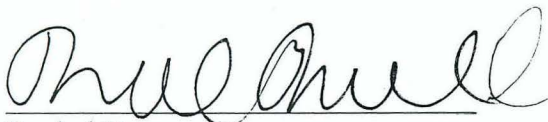
Adjournment

Brownell adjourned the meeting at 2:25 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Rachel Brownell
A.S. Administrative Vice President
Chair Board of Finance

Latinization of America Lecture Series
by Agustin 'Gus' Garcia

Contact Information:

Juan Luevanos
(559) 909-5429
jjl69@humboldt.edu

The Latinization of America Lecture Series Latino civil rights and human rights including issues pertinent to the workforce, economy, politics, public policy, and the impact the Latino culture have had in U.S. history. This is truly a motivational speech that has been a moving force among Latinos throughout the Nation.

Students will benefit from this event in many ways. Agustin "Gus" Garcia is a nationally recognized civil rights/human rights activist with a vast experience in political matters. He has lectured around the country at numerous colleges and universities regarding the Latin influence in the past, present and future as well as the economic impact and political empowerment of Latinos all over the United States. This lecture will allow students to develop a diverse perspective and help to enhance a socially responsible learning community. The event will also support the mission and core values of Humboldt State University. I will only highlight a few points, which are: cooperating with one another, bridging the divide between students and the administration, and lastly serving the needs of students by ensuring their voice is being heard. This is a collaborative event with other organizations, which embodies the ideal of cooperating with one another and creating teamwork. The event will definitely draw administration to this event, due to the speaker's extensive resume which will help to mitigate the gap that exists between the students and administration. This past year there has been a dramatic rise in the number of Latino Students who attend the University, which is a testament to the diversity on our campus and there is a declaring need to serve the needs of these students and we fervently believe that this event will provide that medium. The lecture series will also form part of the Multicultural Center's Social Justice Summit's itinerary, since it will take place on Saturday March 3, during the Social Justice Summit.

As another source of funding, we have been granted \$2,500 from Clubs and Activities, so that covers for more than half of our expenses. We have explored different options in order to lower the costs as much as possible. Something that we really looked into was lodging. Instead of having our guest speaker stay in a hotel, we have requested for housing to provide lodging for him, and housing only charges about \$30 per night, compared to a hotel which would cost from \$60 to \$80 per night. We are also looking for the cheapest plane tickets we can find, so it is vital to know how much funding we will have, that way we can buy the tickets as soon as possible. We are also trying to lower the price of the snacks and beverages by maybe collaborating with the J and see if they can give us a reasonable price, we are also planning on asking local Latino markets for donations or reduced prices on the pastries and beverages.

Thank you for your time,

the Brothers of Lambda Theta Phi Latin Fraternity Inc., Beta Omega Chapter



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Lambda Theta Phi Latin Fraternity, Inc.
CONTACT PERSON: Juan Luevanos
Phone: (559) 909-5429
Email: jjl69@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$1,390</u>
2	<u>Clubs and Activities Event Grant</u>	<u>\$2,500</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Income:		<u>\$3,890</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Guest Speaker Honorarium</u>	<u>\$3,000</u>
2	<u>Guest Speaker Travel Fair</u>	<u>\$700</u>
3	<u>Guest Speaker Lodging</u>	<u>\$90</u>
4	<u>Cultural Snacks and Beverages</u>	<u>\$100</u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
Total Expenditures:		<u>\$3,890</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Justus Ortega
CLUB/PROGRAM ADVISOR NAME

Miguel Angel Anaya
BUDGET ADMINISTRATOR NAME


SIGNATURE

Miguel Angel Anaya
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Guest Speaker Honorarium \$3,000

Explanation: The guest speaker's honorarium is \$3,000; so the full amount would go to paying the guest speaker.

Line Item: Guest Speaker Travel Fair \$700

Explanation: The guest speaker will be traveling from Miami, Florida all the way to Eureka, California. The full amount would go to pay for his air fair.

Line Item: Guest Speaker Lodging \$90

Explanation: We have asked housing if they are willing to host our guest speaker in the dorms, and the cost fro that would be \$30 per night,
and the guest speaker will be here for three nights.

Line Item: Cultural Snacks and Beverages \$100

Explanation: We want to provide "pan dulce," a Mexican pastry, for our audience during or after the lecture. We also want to provide a cultural drink
such as Mexican hot chocolate or mate.

Line Item:

Explanation:

Line Item:

Explanation:



February 6, 2012

TO: Associated Students Board of Finance
FROM: John Hughes, A.S. Elections Commissioner *John Hughes*
RE: Request for Unallocated Funds to purchase 2012 Election Items

I am requesting funds to cover the cost of purchasing additional items to advocate for more student involvement in this years' election. Our budget allows for \$700.00, I am requesting an additional \$780. The promotional items serve as a useful tool promote the election and recruit candidates.

I have provided a list of the items to be purchased, and the \$780.00 will go towards purchasing tote bags, lanyards, stickers, soda coolies, and coasters. The exact amounts have been attached to this memo.

These items will be used to generate interest in Associated Students from a pro-active stance. Recruiting quality individuals from the beginning of the process will be the most effective way to gain student interaction.

The cost of the items is based on the prices provided to us by the company, 4Imprint.

Thank you for your consideration of this request. You can contact me by email or phone, jrh136@humboldt.edu, (909) 649-4632.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students Government
CONTACT PERSON: John Hughes
Phone: (707) 826-5415
Email: jrh136@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$780.00</u>
2	<u>AS Government Elections Line Item</u>	<u>\$700.00</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 1,480.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>250 Logo Tote Bags</u>	<u>\$294.75</u>
2	<u>500 Logo Lanyard</u>	<u>\$369.00</u>
3	<u>1 Logo Sticker Roll (1,000 stickers)</u>	<u>\$193.50</u>
4	<u>500 Logo Soda Coolies</u>	<u>\$306.00</u>
5	<u>1,000 Logo Coasters</u>	<u>\$207.00</u>
6	<u>California Sales Tax (8%)</u>	<u>\$109.62</u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$ 1,479.87</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Bryan Kelly
BUDGET ADMINISTRATOR NAME


SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: 250 Logo Tote Bags \$294.75

Explanation: The Logo Tote Bags will be promotional items that are handed out to students to publicize the 2012 AS Elections. The cost per tote bag is \$1.18. The tote bags are an environmentally responsible reusable product.

Line Item: 500 Logo Lanyard \$369.00

Explanation: The Logo Lanyards will be promotional items that are handed out to students to publicize the 2012 AS Elections. The cost per lanyard is \$.74. Lanyards can be provided to students for key chains or to use with the campus electronic key-cards.

Line Item: 1 Logo Sticker Roll (1,000 stickers) \$193.00

Explanation: The stickers will be a promotional item that is handed out to students who vote in the 2012 AS Elections. The idea was suggested by the AS Council at the retreat as a way of reminding students that the elections are going on. The stickers will identify students who have voted.

Line Item: 500 Logo Soda Coolies \$306.00

Explanation: The Soda Coolies will be a promotional item that is handed out to students to publicize the 2012 AS Elections. The cost per Soda Coolie is \$.61.

Line Item: 1,000 Logo Coasters \$207.00

Explanation: The Logo Coasters will be distributed around campus to publicize the 2012 AS Elections. The cost per coaster is \$.21.

Line Item: California Sales Tax 8% \$109.62

Explanation: California Sales tax is required for this purchase.